

Dear Sir/Madam

the Site Manager of the Field Intercomparison of Rainfall Intensity Gauges of Vigna di Valle, Mr Vuerich Emanuele (ReSMA Centre), would like to invite you to follow these procedures in order to ship successfully your instrumentation and to obtain special assistance by the Italian Met Service for custom clearance and transportation.

INSTRUMENTS SHIPMENT PROCEDURES

For instruments+spare/duplicates coming from outside the European Community (Not CEE) and to be sent to Genoa for calibration in DICAT laboratory in University of Genoa or to be sent to Vigna di Valle for installation.

1. I please invite you to send your instruments, in a proper way suitable for you, to **Fiumicino International Airport** (Rome Fiumicino) to make easier custom/transportation procedures.

The Consignee's name and address to be specified in the Air Way Bill (AWB) is :

AERONAUTICA MILITARE ITALIANA

4° GRUPPO RICEZIONE E SMISTAMENTO Fiumicino (4°Gr.R.S.)

Via Portuense 1818

00054 Fiumicino

Italy

1° Contact Point:

Capitan Paolo SPAGNOLI

Tel.: +39 06 657664179

Fax: +39 06 657664170

Mobile: +39 329 2985764 (Custom operator H24)

E-mail: spagnoli_paolo@libero.it; 4grs-com@aeronautica.difesa.it;

2° Contact Point:

Mr Ricciardi

Tel.: +39 06 657664179

Fax: +39 06 657664170

2. The **CUSTOM REGIME** must be “**TEMPORARY ADMISSION¹**” (for scientific research activities) and the **DELIVERY CONDITION** must be “**INCOTERMS DDU International Airport of Rome Fiumicino (FCO)²**”. Only in this way you may obtain special custom conditions, such as Import Custom Clearance and discharge/unloading tax assumed by the Italian Air Force; Custom Duties and IVA (Italian tax) total relief from

¹ **World Customs Organization:** “Temporary admission” means the Customs procedure under which certain goods can be brought into a Customs territory conditionally relieved totally or partially from payment of import duties and taxes; such goods must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them.

² **International Commercial Terms (INCOTERMS) - DDU** {+ the named point of destination}: **Delivered Duty Unpaid** = The delivery of goods and the cargo insurance to the final point at destination, which is often the project site or buyer's premises, at seller's expense. Buyer/consignee assumes the import customs clearance and payment of customs duties and taxes (Italian IVA and discharge/unloading tax). The seller may opt not to insure the goods at his/her own risks.

payment and the possibility for instruments to stay in the Italian territory for 24 months if necessary.

3. As soon as possible **before instruments sending**, you are please requested to send an e-mail or fax-simile to Mr Vuerich (vuerich@meteoam.it, fax: +39 06 9987297) and a copy to Mr Stagi (luigi.stagi@unige.it; fax: +39 010 353 2481) of the **following fundamental information**:

- **Arrival/Delivery information**: the Air Company, the Air Way Bill number (AWB number) and the delivery timetable (or similar information about delivery if you use only terrestrial transportation);
- **Electronic copy of the INVOICE** (a paper document that must be normally together with instruments consignment/packages). Your INVOICE should be similar to the template you may find in the file annexed to this document. Please, fill in your INVOICE with your information according to the template, especially with instruments serial numbers and U.N. numbers (dangerous goods code, if any).

All previous information are considered as sort of “**PRE-ALERT**” and will permit the Site Manager to have a complete control on your instruments shipment and fast and successful management of the transportation to Vigna di Valle for installation or to Genoa Laboratory for calibration.

4. **IMPORTANT**: even if you are planning to use an international shipping-agent (such as UPS, DHL, Fedex, ect) to permit your instruments to be exported, **you should please make agreement so that your instruments/packages remain inside Fiumicino Airport (properly stored in a goods warehouse): an Italian Air Force Team for delivery and dispatch (4°G.R.S.) will be actually ready in advance to pick up your instruments inside the Airport and to assume Import Custom Clearance and payment of customs duties and taxes (such as discharge/unloading tax). That is why we request information in point 3 in advance. If this action is not respected, you lose the special Custom conditions in point 2 and problems in the Intercomparison management may arise.**
5. The Site Manager Mr Vuerich will be in charge of transportation of your instruments (Not CEE to be calibrated) to Genoa Laboratory for preliminary calibration and to move back them to Vigna di Valle when finished.
6. The Site Manager will be in charge of transportation of your instruments (Not CEE instruments to be installed) to Vigna di Valle.
7. Please send any information useful to check if the state of your sent instruments is good.
8. I wish to invite you to send your instruments with the most detailed technical documentation (hard copy inside consignments packages) and ISO quality certificates. I also invite you to send first by email (vuerich@meteoam.it) an electronic version of that documentation.
9. I would like you/your personnel to assist at the installation’s activities of your instruments in Vigna di Valle Intercomparison Site, if it is possible for your company/institution. You are indeed welcome. In few weeks, an installation timetable will be available, so that you/your personnel could plan to come. After your decision and an advise to me, you will receive all logistic arrangements to come to Vigna di Valle.

If previous instructions are not clear for you or they are partially impossible to follow, please reply immediately to the Site Manager, Mr Vuerich, by email or fax with your remarks and please wait for the next instructions before instruments sending. We will find another fast solution for you.

With kind regards,

*Dr Emanuele VUERICH
(The Site Manager Site Manager of the Field Intercomparison Vigna di Valle)*